

## PRIVACY POLICY

**Last Updated:** 29 July 2025

At Aubyte, we are committed to respecting your privacy and protecting your personal information in accordance with applicable data protection laws, including the South African Constitution and the Protection of Personal Information Act (POPIA). This Privacy Policy outlines how we collect, use, disclose, and safeguard your personal information when you interact with our website or use our services.

By using our website or engaging with our services, you agree to the terms of this Privacy Policy and consent to the processing of your personal information in accordance with POPIA.

### 1. What Is Personal Information?

Personal information refers to any information that identifies or can be used to identify a natural or juristic person. This may include, but is not limited to: full name, contact details (email, phone number) and company or job information.

We are committed to collecting only the minimum amount of personal information necessary for the specific purposes outlined below.

### 2. How We Collect Your Information

We may collect information when you:

- Submit a contact form on our website
- Request a quote or service
- Engage in business correspondence
- Automatically via our website (cookies)

### 3. Why We Process Your Personal Information

We use your personal information for:

- Delivering and managing our services
- Responding to enquiries or support requests
- Verifying your identity when necessary
- Improving our website, services, and user experience
- Internal administrative purposes
- Fulfilling legal and regulatory obligations

We will not use your personal data for any purpose that is incompatible with the original purpose for which it was collected, unless required or permitted by law.

### 4. Cookies and Website Tracking

Our website may use cookies to enhance functionality and understand how users engage with our content. You can disable cookies in your browser settings.

## **5. How We Protect Your Information**

We implement industry-standard security measures to protect your personal information from unauthorised access, loss, misuse, or disclosure.

Only authorised personnel have access to your personal information, and they are contractually obligated to maintain confidentiality.

## **6. Disclosure of Personal Information**

We do not sell or rent your personal information. We may, however, share it under specific conditions:

- With trusted third party service providers who perform services on our behalf.
- If required by law, regulation, subpoena, or a valid legal process.
- With your consent, where disclosure is necessary for service delivery.

In all such cases, we ensure your data is treated lawfully and with care.

## **7. Retention of Personal Information**

We retain your personal information only for as long as necessary to fulfill the purpose for which it was collected, or as required by law. Once the retention period has expired, we will securely destroy or de-identify your data in compliance with POPIA.

## **8. You have the right to:**

- Access the personal information we hold about you.
- Request correction of inaccurate, outdated, or incomplete information.
- Request deletion of information that is no longer required for lawful purposes.
- Withdraw consent for marketing or optional processing activities.

## **9. Third-Party Links**

Our website may contain links to other websites not owned or controlled by Aubyte. We are not responsible for the privacy practices of these third-party sites. We encourage you to read their privacy policies before sharing personal information.

## **10. Electronic Communications and Records**

By using our website or engaging with us electronically, you consent to receive communications from us in electronic form. You agree that all agreements, notices, and disclosures satisfy any legal requirement that such communications be in writing.

## **11. Changes to This Policy**

We reserve the right to update this Privacy Policy at any time to reflect changes in our practices, technology, legal obligations, or services. Updates will be posted on our website with a revised "Last Updated" date. You are encouraged to review this policy regularly.

## **12. Contact Us**

If you have any questions, concerns, or requests related to this Privacy Policy or the processing of your personal information, please contact us at [info@aubyte.co.za](mailto:info@aubyte.co.za)